

Property Name: _____

Vacated Tenant Name: _____

Unit Number: _____ Claim Number: _____

Louisiana Housing Corporation Section 8 Special Claims Checklist Unpaid Rent/Damages (effective 07/01/2012)			
Owner Use	Required Documentation	LHC Use	LHC USE
Attached		Received	The following items must be received by
		Date: _____	Date: _____
	Signed and completed form HUD-52670-A Part 2 (Ensure Claim amount matches on all forms)		
	Signed and completed form HUD-52671-A (Ensure Claim amount matches on all forms)		
Unpaid rent and other charges:			
	Documentation, such as a copy of the original lease or a copy of a security deposit receipt indicating the amount of the security deposit collected from the tenant		
	A copy of the form HUD-50059 completed at move-in signed by both the tenant and owner representative		
	Copy of certified letter to tenant (along with a copy of the certified mail receipt) detailing the unpaid rent and other charges, the disposition of the security deposit, a demand for payment, and notice to the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt		
	Documentation that the matter was turned over to a collection agency for collection once the tenant failed to respond and that the collection agency has attempted to collect the debt (i.e., a copy of the agency's first demand letter)		
	Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD		
Tenant damages: In addition to documentation for unpaid rent and other charges			
	Copies of the move-in and move-out inspection reports signed and dated by both the tenant and owner representative		
	Copy of the property's list of charges for tenant damages		
	Itemized list of damages (along with supporting pictures, if necessary)		
	Breakdown of costs to repair the damages, which may include invoices, receipts, copies of work orders or maintenance records supporting dates work was completed (The repair costs must be consistent with the property's tenant damages list)		
	A copy of the security deposit disposition notice provided to the tenant		
	The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance		

Owner/Owner Representative Comments: _____

Contract Administrator Comments: _____

Owner/Owner Representative: _____ Date: _____

Signature

Contract Administrator: _____ Date: _____

Signature

Property Name: _____

Vacated Tenant Name: _____

Unit Number: _____

Claim Number: _____

Louisiana Housing Corporation Section 8 Special Claims Checklist Regular Vacancy (effective 07/01/2012)			
Owner Use	Required Documentation	LHC Use	LHC USE The following items must be received by
Attached		Received Date: _____	 Date: _____
	Signed and completed form HUD-52670-A Part 2 (Ensure Claim amount matches on all forms)		
	Signed and completed form HUD-52671-C (Ensure Claim amount matches on all forms)		
	A copy of the form HUD-50059 completed at move-in for the former tenant which shows the amount of the security deposit required signed by both the tenant and owner representative		
	Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit		
	A copy of the security deposit disposition notice provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease. If the vacancy was the result of a unit transfer, indicate if the Security Deposit was transferred or a new Security Deposit was collected.		
	Copy of reconditioning unit log or other maintenance records showing move-out date, start and finish of each reconditioning process, date the unit was ready for occupancy and the date the unit was re-rented (if applicable)		
	Copy of waiting list (include Unit Transfer waiting list, if applicable) at time of move-out along with the outcome of applicant contacts (i.e., date each applicant was contacted, response of each applicant, status of each applicant's move-in)		
	If the unit was not filled from the waiting list(s), documentation of marketing efforts must be included, such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP		
	Copy of the Affirmative Fair Housing Marketing Plan (AFHMP-First Submission Only)		
	(LHC ONLY) TRACS print screens of tenant Move-Out & Move-In data		

Owner/Owner Representative Comments: _____

Contract Administrator Comments: _____

Owner/Owner Representative: _____

Date: _____

Signature

Contract Administrator: _____

Date: _____

Signature